

# User's Guide: How to Enroll in a Class for Partners

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Office of Human Resources Training and Organizational Development Team  
September, 2015

## Introduction

As a Partner with Montgomery County, we are pleased to offer access to our professional development training. As part of our TransformMCG initiative, we have implemented the Oracle Learning Management System(OLM), which can be accessed by our partners through the External AccessMCG portal.

**Before you start, *you must have a username and password set-up in the AccessMCG External Portal.***

If you have not set up a Profile, go to the OHR Training Web Page:

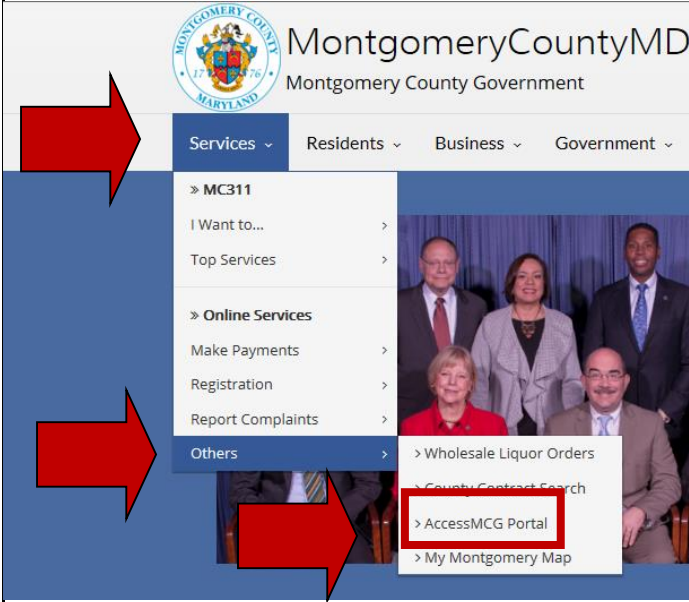
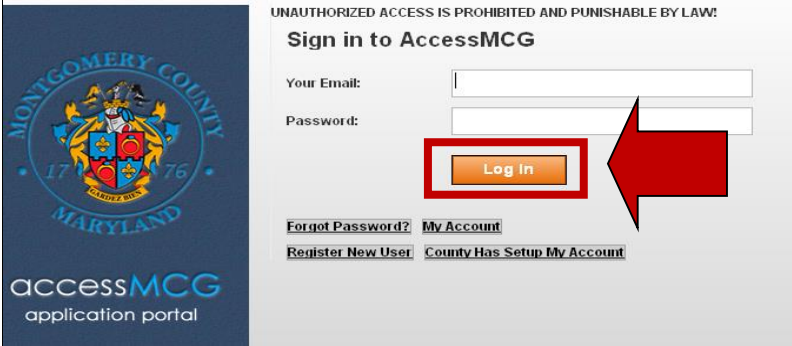
<http://montgomerycountymd.gov/ohr/training/training.html#>

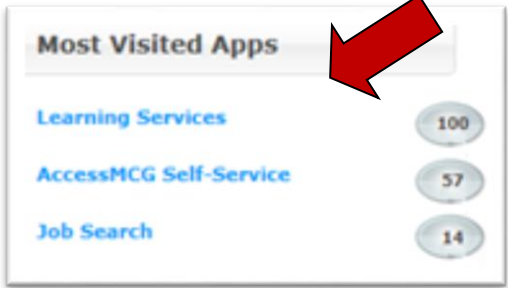
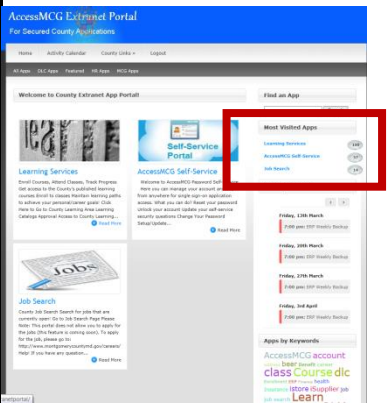
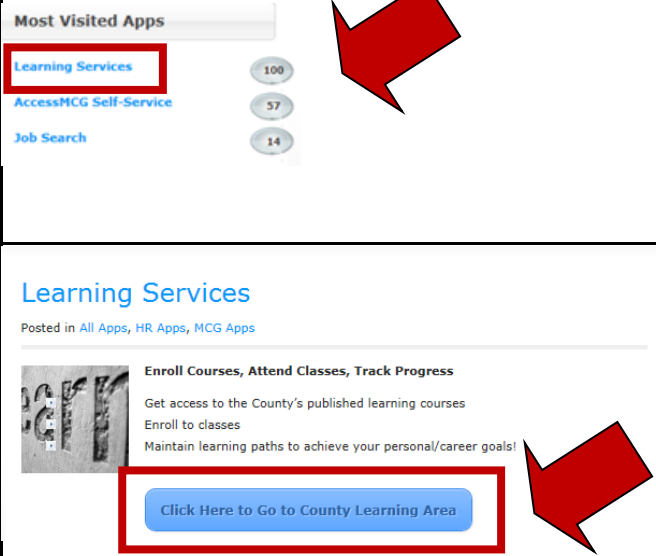

1. Click on **Training Guides, References, and Toolkits**
2. Click on **Requesting Access to MCG Training for Partners**


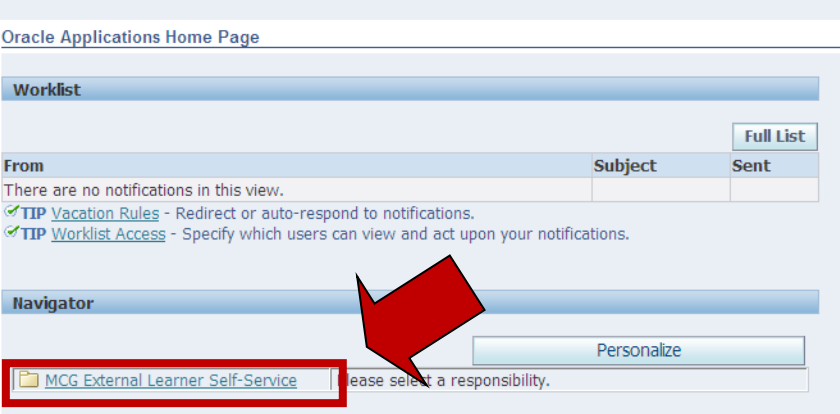

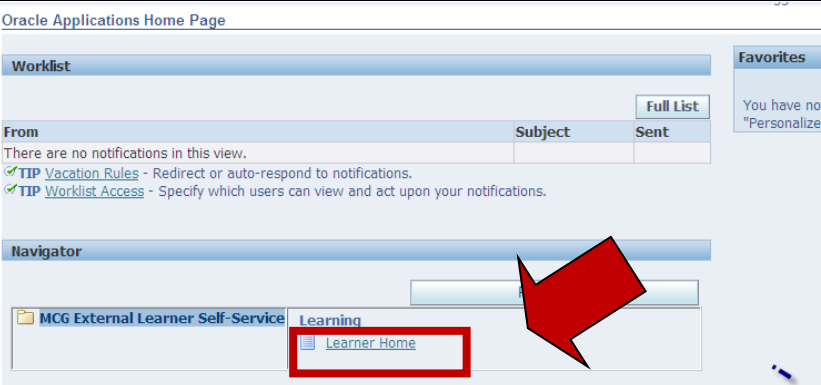


## Troubleshooting:

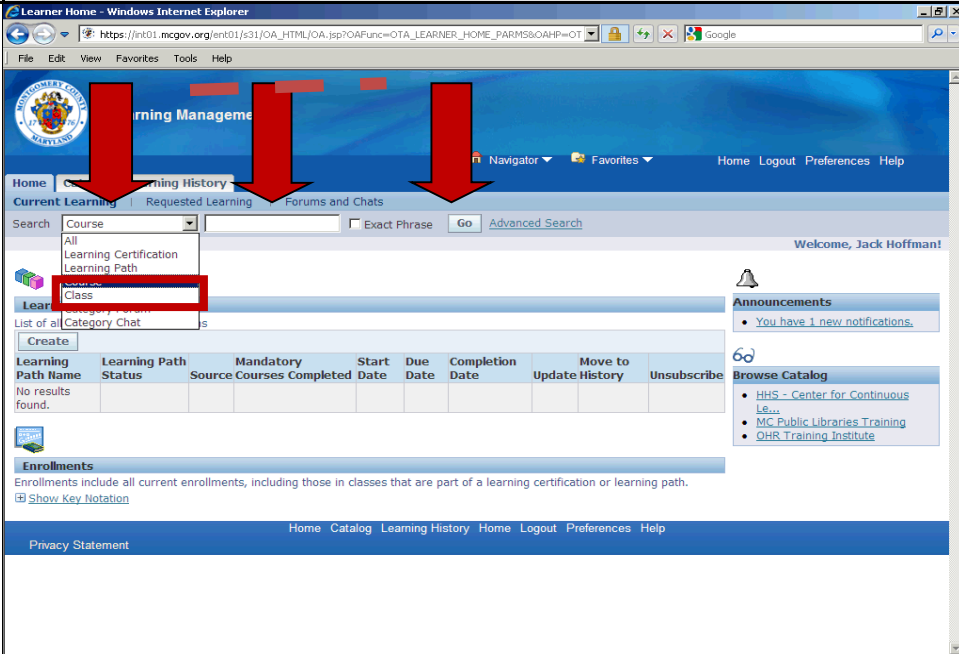

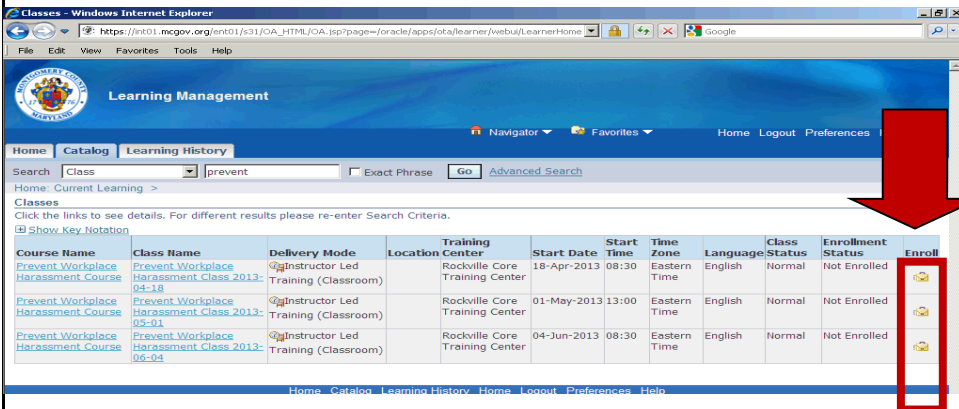
- If you are not sure if you have a profile set-up, email [OLM.Adm@montgomerycountymd.gov](mailto:OLM.Adm@montgomerycountymd.gov). We will check our records.
- If you have forgotten your password, click the "Forgot Password" button on the AccessMCG log-in page to activate a password change.
- If you have other problems, please contact the Training Team at [OLM.Adm@montgomerycountymd.gov](mailto:OLM.Adm@montgomerycountymd.gov)

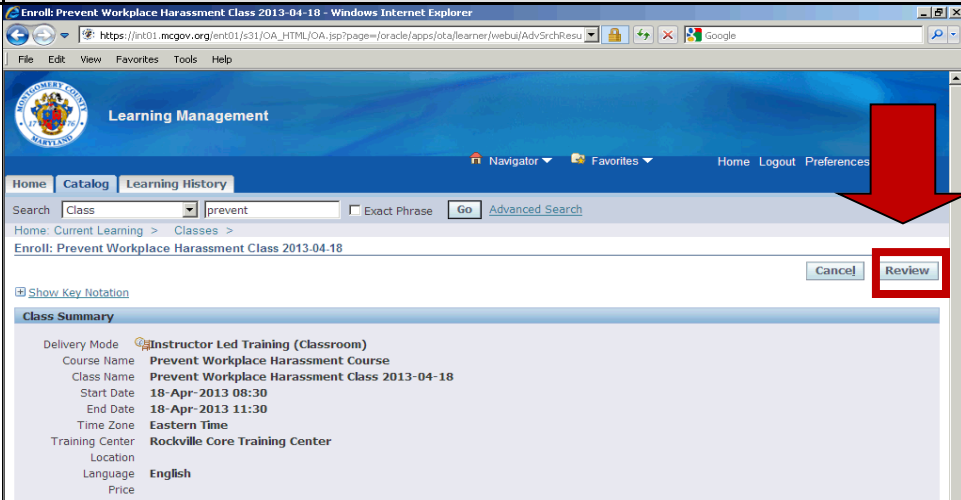

## Instructions

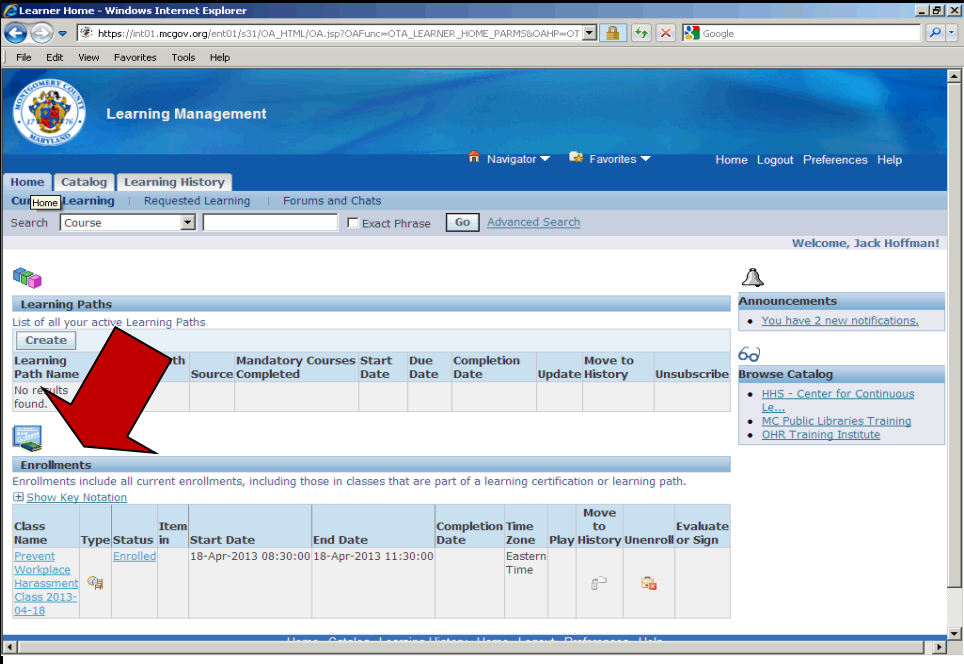
Step	Action	
1.	<p><b>Go to AccessMCG:</b>  <a href="http://www.montgomerycountymd.gov">www.montgomerycountymd.gov</a> &gt;</p> <p>Click <b>Services</b>, a menu will drop down &gt; Click <b>Others</b>, another drop down &gt; Click <b>AccessMCG Portal</b>.</p> <p><b>Recommendation:</b>  Once you are on the log-in page, please <i>bookmark this site</i> for faster access.</p>	
2.	<p><b>Enter in your username and password</b></p> <p>Click Login Button</p>	

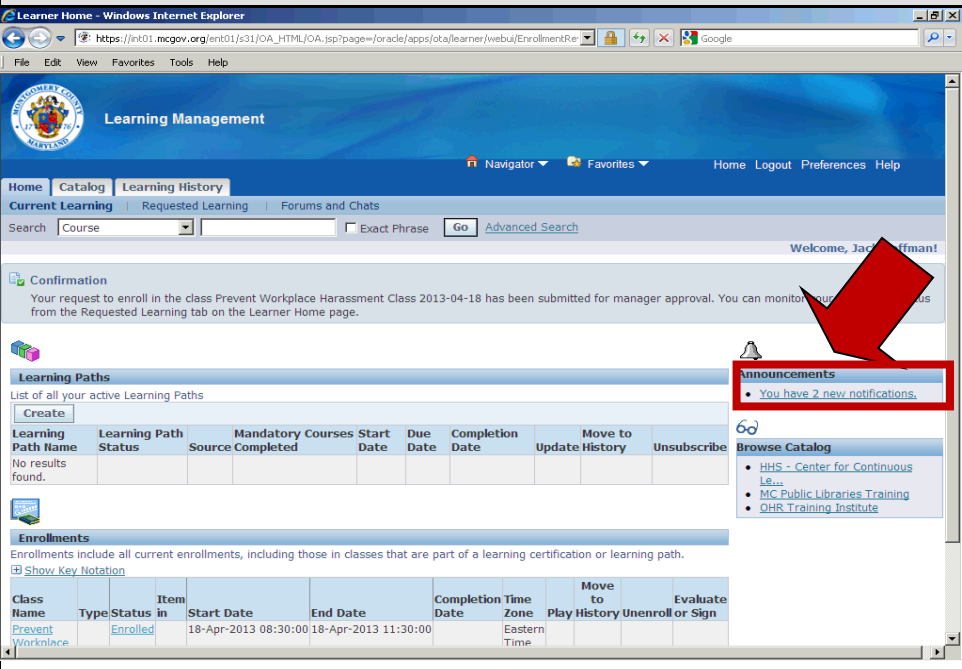
Step	Action	
3.	<p>Once you log-in, the AccessMCG Dashboard will appear.</p> <p>Click on <b>Learning Services</b></p> 	 
4.	<p><b>The Learning Services page will open.</b></p> <p>Click on the blue button – <b>Click Here to Go to County Learning Area.</b></p> 	

Step	Action							
5.	<p><b>Click the MCG External Learner Self-Service link.</b></p> <p> <a href="#">MCG External Learner Self-Service</a></p>	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <table border="1"> <thead> <tr> <th>From</th><th>Subject</th><th>Sent</th></tr> </thead> <tbody> <tr> <td colspan="3">There are no notifications in this view.</td> </tr> </tbody> </table> <p>✓ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.  ✓ <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p>Personalize</p> <p> <a href="#">MCG External Learner Self-Service</a> Please select a responsibility.</p>	From	Subject	Sent	There are no notifications in this view.		
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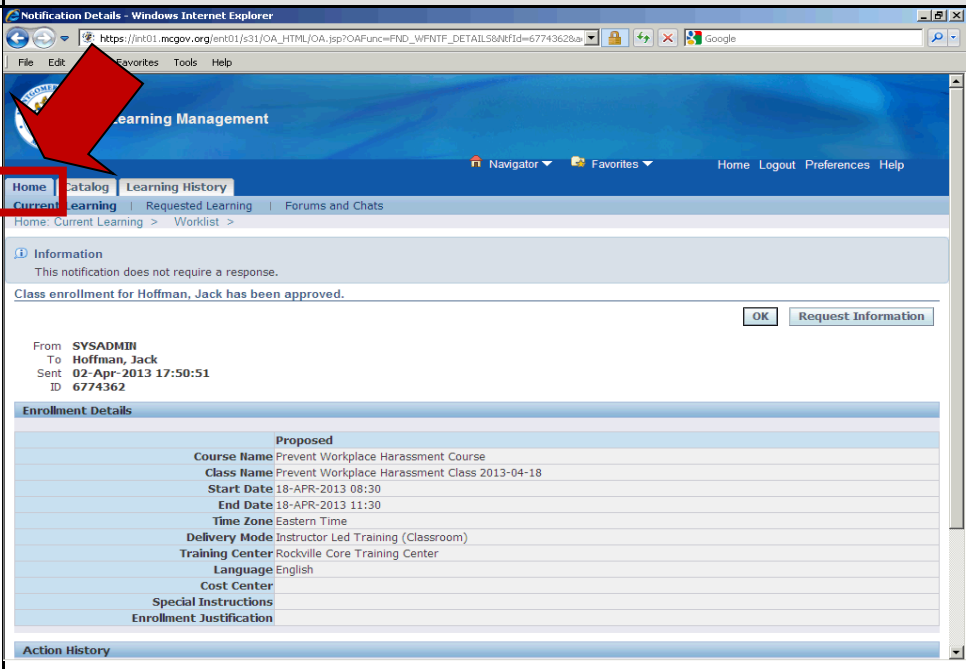
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7.	<p>The <b>OLM Learner Home</b> page will open.</p> <ul style="list-style-type: none"><li>Click the <b>Search</b> list From the drop down to select Class.</li><li>Go to the <b>Search Box</b> Enter <b>ONLY ONE WORD</b> from the class title</li><li>Click “Go”.</li></ul>																																																	
8.	<p>Find the Class you want to enroll in and click on the Enroll button.</p> 	 <table><thead><tr><th>Course Name</th><th>Class Name</th><th>Delivery Mode</th><th>Location</th><th>Training Center</th><th>Start Date</th><th>Start Time</th><th>Time Zone</th><th>Language</th><th>Class Status</th><th>Enrollment Status</th><th>Enroll</th></tr></thead><tbody><tr><td><a href="#">Prevent Workplace Harassment Course</a></td><td><a href="#">Prevent Workplace Harassment Class 2013-04-18</a></td><td><a href="#">Instructor Led Training (Classroom)</a></td><td></td><td>Rockville Core Training Center</td><td>18-Apr-2013</td><td>08:30</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td><a href="#">Prevent Workplace Harassment Course</a></td><td><a href="#">Prevent Workplace Harassment Class 2013-05-01</a></td><td><a href="#">Instructor Led Training (Classroom)</a></td><td></td><td>Rockville Core Training Center</td><td>01-May-2013</td><td>13:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td><a href="#">Prevent Workplace Harassment Course</a></td><td><a href="#">Prevent Workplace Harassment Class 2013-06-04</a></td><td><a href="#">Instructor Led Training (Classroom)</a></td><td></td><td>Rockville Core Training Center</td><td>04-Jun-2013</td><td>08:30</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr></tbody></table>	Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll	<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-04-18</a>	<a href="#">Instructor Led Training (Classroom)</a>		Rockville Core Training Center	18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled		<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-05-01</a>	<a href="#">Instructor Led Training (Classroom)</a>		Rockville Core Training Center	01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled		<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-06-04</a>	<a href="#">Instructor Led Training (Classroom)</a>		Rockville Core Training Center	04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
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9.	<div>Review the <b>Enrollment details</b> Click the <b>Review</b> button.</div> <div></div>
10.	<div>Review the verification details of the class Click the <b>Submit</b> button.</div> <div></div>

Step	Action	
11.	<p>You will automatically be returned to your <b>Learner Home Page</b>.</p> <p>You can see your enrollments under your <b>Enrollments</b> section.</p>	

Step	Action	
12.	<p>You will also see a new notification on your Learner Home page.</p> <p>This is a hyperlink, so you can click on it to review your enrollment details.</p>	



Step	Action	
13.	<p>This page displays with detailed enrollment information.</p> <p>To return to your Learner home page, click the home tab.</p> <p>DO NOT use the browser's back button.</p>	 <p>Notification Details - Windows Internet Explorer</p> <p>https://int01.mcgov.org/int01/js31/OA_HTML/OA.jsp?OAFunc=FND_WFNTP_DETAIL50&amp;NFId=6774362&amp;...</p> <p>File Edit Favorites Tools Help</p> <p>Learning Management</p> <p>Navigator Favorites Home Logout Preferences Help</p> <p>Home Catalog Learning History</p> <p>Current Learning Requested Learning Forums and Chats</p> <p>Home: Current Learning &gt; Worklist &gt;</p> <p>Information</p> <p>This notification does not require a response.</p> <p>Class enrollment for Hoffman, Jack has been approved.</p> <p>OK Request Information</p> <p>From: SYSADMIN To: Hoffman, Jack Sent: 02-Apr-2013 17:50:51 ID: 6774362</p> <p>Enrollment Details</p> <p>Proposed</p> <p>Course Name: Prevent Workplace Harassment Course Class Name: Prevent Workplace Harassment Class 2013-04-18 Start Date: 18-APR-2013 08:30 End Date: 18-APR-2013 11:30 Time Zone: Eastern Time Delivery Mode: Instructor Led Training (Classroom) Training Center: Rockville Core Training Center Language: English Cost Center: Special Instructions: Enrollment Justification:</p> <p>Action History</p>